



COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION

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**Filing Requirements
for
CONDITIONAL USE PERMIT**

A. PURPOSE

The Conditional Use Permit process is intended to ensure proper integration into the community of uses which may only be suitable in specific locations in a zoning district, or only if such uses are designed in a particular manner or subjected to specific conditions. In addition, in select locations, control as to design of structures and site layout is necessary to assure compatibility within the district and its surroundings. All conditional use permit applications must be reviewed by the City's Planning Commission.

A Conditional Use Permit shall be required for all uses or development proposals listed as conditional uses in the zoning district regulations, or elsewhere in Division I of this title per Section 18.54.020 of the Municipal Code.

B. FILING REQUIREMENTS

1. Initial Submittal
 - a. Uniform Application
 - b. **Seven (7)** full size sets of submittal plans (see section C)
 - c. **Eight (8)** sets of submittal plans reduced to 11" x 17" in size
 - d. Public Hearing Noticing Requirements (see section D)
 - e. Environmental Assessment
 - f. Letter of Justification (see section E)
 - g. Statement of Proposed Operations (see section F)
 - h. Public Notice/Project Identification Sign (see section G).
 - i. Filing Fees (see Fee Schedule attached to the Uniform Application)
 - j. Vicinity Map (see example in Plan Specification Handout)
 - k. Additional plans may be required per Section 18.54.030 of the Morgan Hill Municipal Code
 - l. Preliminary Title Report (if project involves new construction)
2. Final Submittal
 - a. **One (1)** additional full set of submittal plans, and **eight (8)** additional sets of submittal plans reduced to 11" x 17" in size

C. **SUBMITTAL PLANS** (See Plan Specification Handout for details required on plans)

1. Site Plan
2. Additional plans may be required per Section 18.54.030 of the Morgan Hill Municipal Code. The project planner will notify you if additional plans will be needed.

D. **PUBLIC HEARING NOTICING REQUIREMENTS**

1. Typed list of all property owners within 300' of the perimeter of the proposed project site pursuant to most recent equalized assessment rolls (including Assessor's Parcel Numbers)
2. One set of stamped, addressed, legal size envelopes (4 1/8" x 9 1/2") of all property owners from the list above
 - Use stamps, **do not use postage meter**
 - Be sure to include Assessor's Parcel Number **above** owner's name
 - Do not put return address on envelopes
3. Mailing List Affidavit (attached to Uniform Application)

See Public Hearing Requirement Examples attached to the Uniform Application

E. **LETTER OF JUSTIFICATION**

Provide written justification outlining the request for a Conditional Use Permit. The letter must answer the following questions, and provide an explanation of the responses.

1. Is the site suitable and adequate for the proposed use?
2. Would the proposed use and design have a substantial adverse effect on traffic circulation and on the planned capacity of the street system?
3. Would the proposed use at the location requested:
 - Adversely affect the peace, health, safety, morals or welfare of persons residing or working in the surrounding area; or
 - Impair the utility or value of property of other persons located in the vicinity of the site; or
 - Be detrimental to public health, safety or general welfare?
4. Is the design of the project compatible with the existing and proposed development within the district and its surroundings?
5. Will the proposed use allow retail sales of groceries, food, or beverage items upon automobile service station premises?

F. STATEMENT OF PROPOSED OPERATIONS

Provide a written statement outlining the request for a Conditional Use Permit. The statement must give a detailed description of the proposed use and shall include, but not be limited to

- Hours and days of operation
- Number of employees
- Number of average daily trips generated
- Type of equipment or processes used
- Use of hazardous materials
- Other information which effectively describes the proposed use

G. PUBLIC NOTICE IDENTIFICATION SIGN

Refer to the Plan Specification Handout for Public Notice/Project Identification Sign details and requirements.